

## IN THE SPECIFICATION

Please amend paragraph [0021] as indicated.

**[0021]** In accordance with the embodiment depicted in FIG. 1, an electronic message is generated by an author which designates a file as an attachment and which designates a plurality of recipients. When the author indicates that the message is to be sent, a software package operating over the author's server accesses the message 11 and ascertains the identification of the attached file 13. The software is equipped with a library of frequently transmitted files which are present on one or more remote servers. This library may be static, or may be periodically modified or updated to reflect the addition or deletion of files from the one or more remote servers. The library may also be based, in part or in whole, on the author's previous choices of attachments, or on the choices of other users. Thus, for example, the library may be based on choices popular to the general public or to special interest groups (e.g., the 10,000 most popular songs of the decade). The software then queries the library to determine whether the attached file is in the library 17 (in an alternate embodiment, the search of the library is performed only if the file exceeds a predetermined size). If so, the software instructs the remote server to send a copy of the file directly to the e-mail address of each of the designated recipients 19. If not, the software sends the message and the attached file to the designated recipients in a conventional manner, that is, by uploading the file from the appropriate drive onto the author's server 21 and then transmitting the file and the associated electronic message to the designated recipients 23.